* Open Fetch
* Open the web interface of Google Drive (not Finder interface)
* right Click and download:
  + Sample\_Data - will download as excel - rename to include the date (Sample\_Data-2014-12-04.xlsx)
  + Oligo - will download as excel - rename to include date (Oligo-2014-12-04.xlsx)
  + Plate\_Maps - will download as excel - rename to include date (Plate\_Maps-2014-12-04.xlsx)
  + the entire folder Pinsky Lab Orders - will zip folder
  + the entire folder Protocols - will zip folder
* In Fetch, click on the Path button and select local
* Double click shared
* double click pinsky\_lab
* double click GDbackups
* Click the New folder button and name it with today’s date (YYYY\_MM\_DD)
* Double click on the new folder to open it
* Drag the downloaded files above into the folder - make sure you get all 5
* Quit Fetch